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Weekly Report for Week Ending 30 July 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓ (1) Completed 21 actions requiring the printing of 437,100 copies or sets of blank forms. This represents an increase in the number of copies and a decrease in the number of actions as compared to the FY '59 weekly average of 414,585 copies and 25 actions.

(2) Seven new and three revised forms were approved.

b. Intangible

- ✓ (1) Designed a new three part snap-out form for the Suggestion Awards Staff. Among the contributions are:

(a) Part 3 is designed to fit a window envelope.

(b) Form is designed so that suggester completes the acknowledgement section. This was previously done by the SAS.

(c) Part 3 also has a diagram showing the steps necessary to process an employees suggestion. [REDACTED]

25X1A9a

- ✓ (2) Five Employee Suggestions were evaluated:

No. 58-585 Recommended referral to EXO/DD/P for evaluation.

25X1A8a

No. 580590, Recommended referral to Cable Secretary and [REDACTED] DD/P).

25X1A9a

No. 58-618 Recommended referral to ARO's, Commo., Logistics and Comptroller, AEXO/DD/P and Mr. [REDACTED] DD/P.

No. 58-628 Disapproved suggestion that Forms 1a and 1a-1 be made up as dual offset master sets as the present ditto offset master sets are more advantageous.

25X1A9a

No. 58-632 Disapproved suggestion to revert to letter size, eight part dispatch sets. [REDACTED]

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(3) Review of Clandestine Services issuances completed. As a result:

✓ (a) Those prescribing Agency Forms have been posted to our control cards and the master index of overseas forms. This will be of particular value to the [REDACTED] Project.

(b) Forms which may be bootleg have been listed. We intend to inform the [REDACTED] DD/P of these and recommend that steps be taken to legitimize them.

(c) Indices made of the Clandestine Services issuances which will be used as quick reference in our Branch [REDACTED]

(4) Designed a physical examination schedule form for the Medical Staff. This form which previously was 14" x 25" is now 8" x 10 $\frac{1}{2}$ ". [REDACTED] 25X1A9a

25X1A8a (5) The Office of Security and the [REDACTED] are reevaluating a small number of Category II forms which possibly should be Category I. The new machine run will not be made until this review has been completed. [REDACTED] 25X1A9a

2. Assignments

a. Active

25X1A9a (1) Agency Chain Envelope. [REDACTED]

(2) Five Employee Suggestions are being evaluated. [REDACTED]

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(3) Travel Order Form Revision. [REDACTED]

25X1A9a

(4) Printing Services Division Survey. [REDACTED]

25X1A9a

(5) Fifteen new and 15 revised forms are pending.

25X1C4a

(6) Forms part of the [REDACTED] project. [REDACTED]

25X1A9a

3. News

a. Responsibility for final review and approval or concurrence for DD/P in proposed new and revised forms has been transferred from the EXO/DD/P to the Chief [REDACTED]. Mr. [REDACTED] has dele- 25X1A9a
25X1A8a gated this responsibility to the Chief, [REDACTED] 25X1A8a
25X1A8a [REDACTED], Mr. [REDACTED]. Mr. [REDACTED], however continues 25X1A9a
25X1A9a to be concerned in the use of forms overseas and related matters
25X1C4a connected with the [REDACTED] Project.

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25X1A9a b. Responsibility for the Travel Order Form revision has been given to
25X1A9a Mr. [REDACTED] Mr. [REDACTED] who transferred to the Suggestion Awards
Staff some time ago, is phasing out of this project. Concurrences
in the revised form were received several weeks ago from the Directors
of Logistics and Personnel. The Comptroller has come up with
numerous objections despite previous verbal concurrence. A meeting
with the Comptroller's representative, Mr. [REDACTED] was held to re- 25X1A9a
solve these differences with Mr. [REDACTED] 25X1A9a
and I participating. More information on this next week.



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